

Applying for Special Assistance Provision 2/3

Training for sponsors
applying for a base year
for Special Assistance:
Provision 2 or 3



Web-based Training Worksheet

- If you have not already downloaded the Training Worksheet, please do so before advancing. In order to receive credit for this training, you will be required to submit this worksheet to ADE.

Applying for Special Assistance Provision 2 and 3 -Web-based Training Worksheet



The light bulb icon will be a reminder to answer questions on your worksheet.

- **All questions** on the Worksheet need to be completed before submitting to ADE.

Purpose of the Training

Sponsors who wish to apply for Special Assistance must complete this web-based training as part of the application

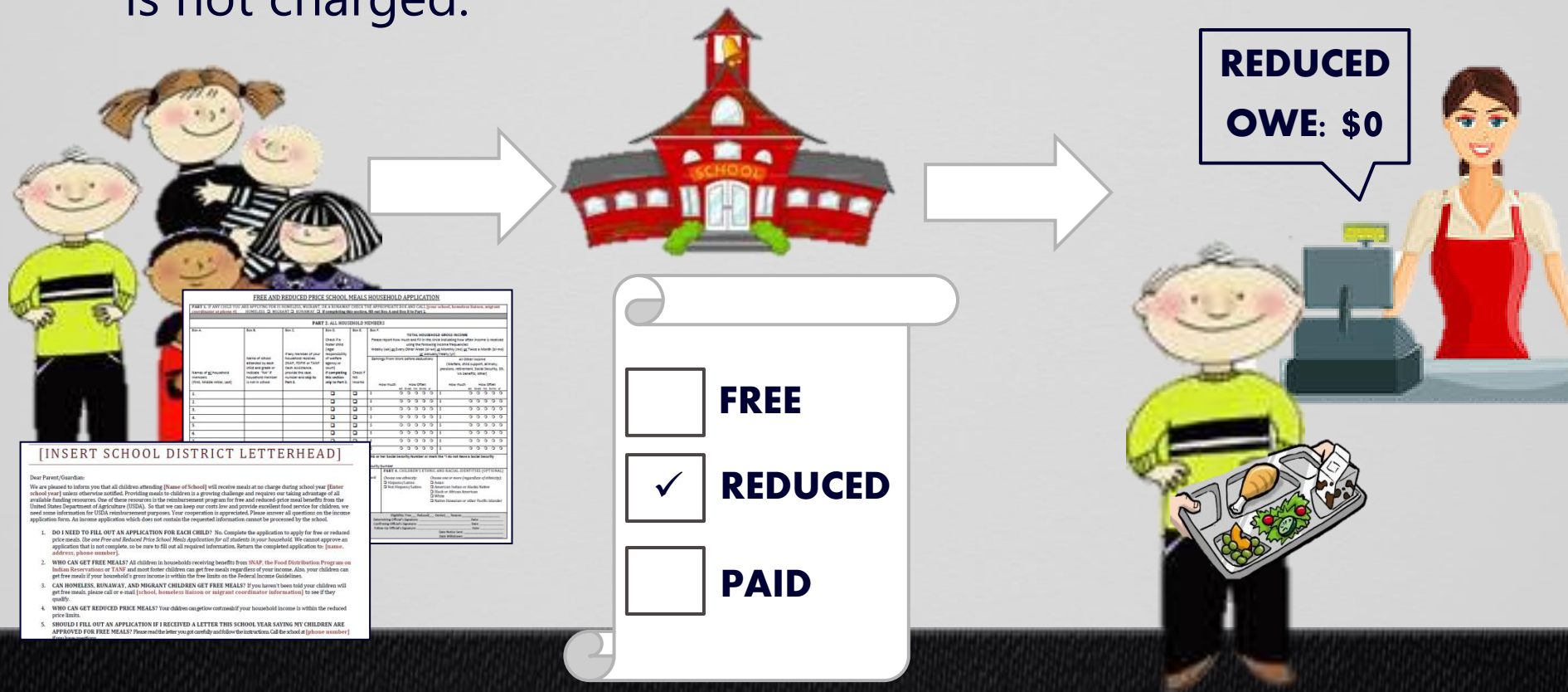
This training will:

- Review all required parts of the Special Assistance application.
- Describe responsibilities SFAs must complete during their base year. (Please note: These responsibilities are not for SFAs operating a non-base year.)

What is Special Assistance?

Special Assistance is a provision of the National School Lunch Program (NSLP) designed to reduce administrative responsibility for SFAs while providing meals to children **at no cost**.

- During the first year, or the **base year**, schools make eligibility determinations and take meal counts by Free/Reduced/Paid (just like normal NSLP) and the child is not charged.



How does it work?

- Each **month**, the school still submits the claim for total **FREE, REDUCED** and **PAID** meals for each meal service.



Happy Elementary School	
Breakfast - Severe Need	
Number of Days Served:	19
Free Meals Served:	10821
Reduced-Price Meals Served:	1144
Paid Meals Served:	1399
Total Meals Served:	13364
Participants Enrolled:	839
Lunch - High Rate	
Number of Days Served:	19
Free Meals Served:	12028
Reduced-Price Meals Served:	842
Paid Meals Served:	798
Total Meals Served:	13668
Participants Approved for Free Meals:	718
Participants Approved for Reduced-Price Meals:	53
Participants Approved for Paid Meals:	70
Participants Enrolled:	839
Afternoon Snack - High Rate	
Days Served:	9
Meals Served:	598
Participants Enrolled:	839
Attendance Factor	
Attendance Factor:	94.77 %

How does it work?

- At the end of the **base year**, the site has submitted a claim of free, reduced and paid meals for each month of service.



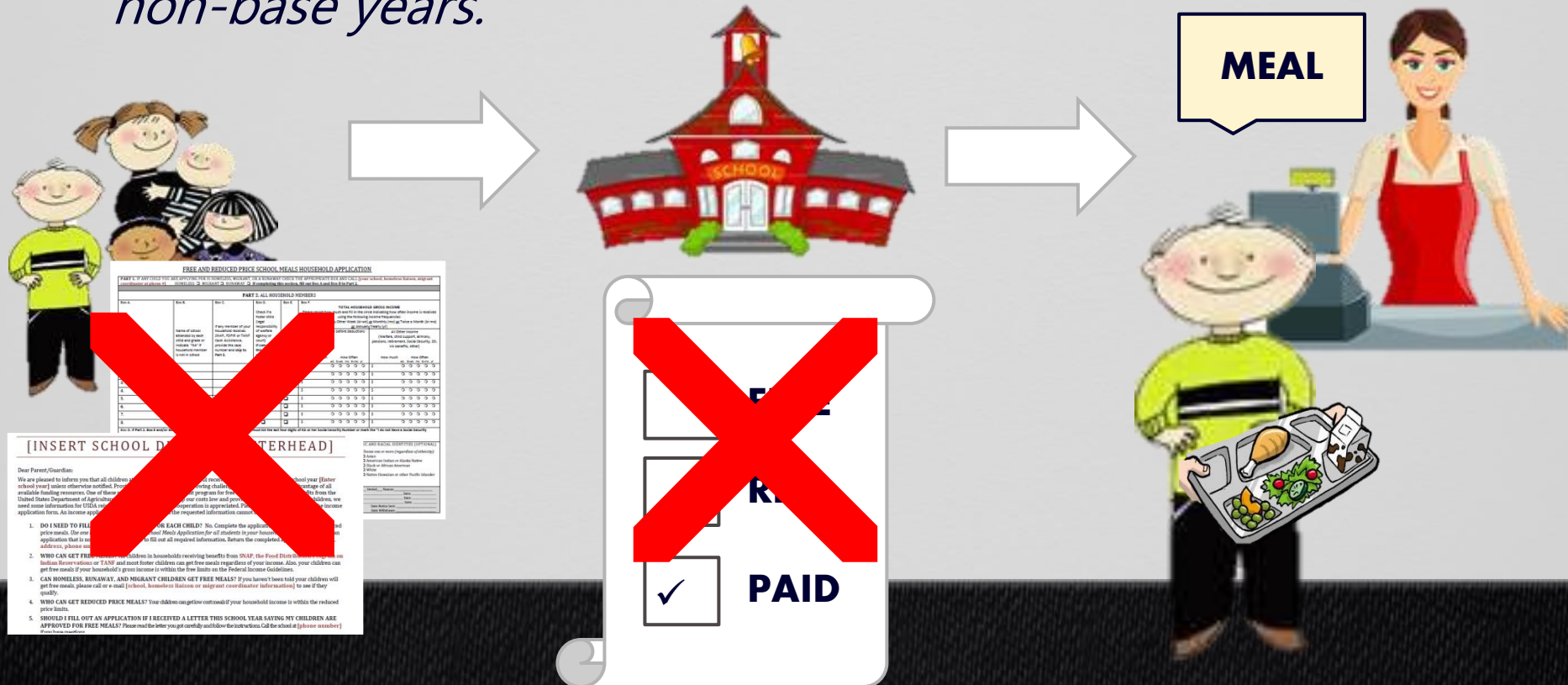
AUGUST Happy Elementary School	
Breakfast - Severe Need	
Number of Days Served:	1
Free Meals Served:	1
Reduced-Price Meals Served:	
Paid Meals Served:	
Total Meals Served:	1
Participants Enrolled:	
Lunch - High Rate	
Number of Days Served:	1
Free Meals Served:	1
Reduced-Price Meals Served:	
Paid Meals Served:	
Total Meals Served:	1
Participants Approved for Free Meals:	
Participants Approved for Reduced-Price Meals:	
Participants Approved for Paid Meals:	
Participants Enrolled:	
Afternoon Snack - High Rate	
Number of Days Served:	
Free Meals Served:	
Participants Enrolled:	
Attendance Factor	
Attendance Factor:	94.77 %

SEPTEMBER Happy Elementary School	
Breakfast - Severe Need	
Number of Days Served:	
Free Meals Served:	
Reduced-Price Meals Served:	
Paid Meals Served:	
Total Meals Served:	
Participants Enrolled:	
Lunch - High Rate	
Number of Days Served:	
Free Meals Served:	
Reduced-Price Meals Served:	
Paid Meals Served:	
Total Meals Served:	
Participants Approved for Free Meals:	
Participants Approved for Reduced-Price Meals:	
Participants Approved for Paid Meals:	
Participants Enrolled:	
Afternoon Snack - High Rate	
Number of Days Served:	
Free Meals Served:	
Participants Enrolled:	
Attendance Factor	
Attendance Factor:	

OCTOBER Happy Elementary School	
Breakfast - Severe Need	
Number of Days Served:	19
Free Meals Served:	10821
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Paid Meals Served:	1399
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Number of Days Served:	9
Free Meals Served:	598
Participants Enrolled:	839
Attendance Factor	
Attendance Factor:	94.77 %

How does it work?

- During the next few years, or **non-base years**, the school makes no new eligibility determinations and count only the total number of reimbursable meals served each day. *Reduced administrative responsibilities occur during the non-base years.*



How does it work?



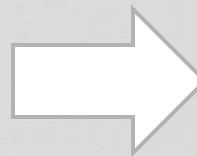
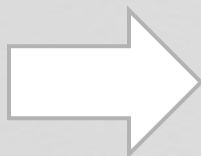
Reimbursement during the **non-base years** is determined by applying the percentages of free, reduced price and paid meals served during the corresponding month of the base year to the total meal count for the claiming month.

CNP Web talks to BASE YEAR claim from AUGUST. Out of the total meals in the AUGUST BASE YEAR:

80% were Free

10% were Reduced

10% were Paid



Input TOTAL MEALS for the month of AUGUST during the Non-Base Year.

FOR EXAMPLE, 100 total meals for the month.

NON BASE YEAR claim AUGUST:

EXAMPLE 100 TOTAL

80% Free = 80

10% Reduced = 10

10% Paid = 10

How does it work?

Remember, during the **non-base year**, each corresponding month of the base year is used for the claiming month. The Non-Base Year claim for September will reflect with the September Base Year claim percentages.

**CNP Web talks to
BASE YEAR claim
from SEPTEMBER. Out
of the total meals in
the SEPTEMBER BASE
YEAR:**

85% were Free

5% were Reduced

5% were Paid



**Input TOTAL MEALS for
the month of SEPTEMBER
during the Non-Base
Year.**

**FOR EXAMPLE, 100 total
meals for the month.**

**NON BASE YEAR
claim SEPTEMBER:**

EXAMPLE 100 TOTAL

85% Free = 85

5% Reduced = 5

5% Paid = 5

Special Assistance Timeline

Examples

Provision 2

	Year 1	Year 2	Year 3	Year 4	
2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Normal NSLP	Base Year	First Non-Base Year	Non-Base Year	Last Non-Base Year	Normal NSLP

Provision 3

	Year 1	Year 2	Year 3	Year 4	Year 5	
2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Normal NSLP	Base Year	First Non-Base Year	Non-Base Year	Non-Base Year	Last Non-Base Year	Normal NSLP

Base Year

A Base Year still requires the site to do the same administrative responsibilities as when operating NSLP, such as:

- Distribute/collect and certify household applications
- Conduct Direct Certification
- Conduct Verification
- Notify households of their eligibility
- Count/claim meals by eligibility category

So a base year is like operating normal NSLP but everyone eats at no cost...

Non-Base Years

Non-base years are the operating years with reduced administrative responsibilities.

You do NOT:

- Conduct Direct Certification
- Distribute/collect and certify household applications
- Conduct Verification activities (the report is still required)
- Count/claim meals by eligibility category

*Seems a lot
different than
the base year...*



Passing a Base Year

- ✓ During the base year, ADE will conduct an administrative review that looks at your certification procedures, counting and claiming procedures and point of service (POS).
- ✓ You will receive a letter from the Special Assistance coordinator if you have passed your base year or if you need to re-do your base year.





Applying for a Base Year

Applying for a Base Year

When to Apply

SFAs need to apply in advance to operate a Base Year.

The application and supporting documents are due May 1st of the current program year. Approval will be granted for the following program year.

Program Year 2013-2014	Program Year 2014-2015
May 1 st , apply for a Base Year	With approval, begin operating a Base Year

Applying for a Base Year

How to Apply

May 1, 2014	Submit to ADE: <ul style="list-style-type: none">• Special Assistance Application• Revised Free and Reduced Price Policy Statement• Base Year Training Worksheet (what you're doing now!)
End of May 2014	Receive notification from ADE if approved to operate a base year



*All 3
documents
due by
May 1st!*

Applying for a Base Year Special Assistance Application

Click on the [Special Assistance Application](#).

- Indicate Provision 2 or Provision 3
- List all sites that wish to apply for the base year
- Answer questions #3-#6.
- Get authorizing signer to sign and date.

Arizona Department of Education
Child Nutrition Program
Special Assistance Application

Please review the Special Assistance Guidance Manual. After reviewing the manual, if you would like to apply for the Special Assistance Program, please complete this application. Once completed, submit the application to the Special Assistance coordinator at the Arizona Department of Education, Child Nutrition Programs for review. Please note that this application is not approved until you receive an official letter of approval from this department.

Sponsor Name:	CTD#
Contact/Title:	Phone #:

1. Indicate the Special Assistance provision that will be operated: _____

2. Indicate the number of sites that will be participating in the Special Assistance Program: _____

Please attach on School District Letterhead a list of all sites. Please indicate the fields listed below.

NAME OF SCHOOL	BASE YEAR	BREAKFAST (B), LUNCH (L), OR BOTH (BL)

3. During the base year each sponsor must demonstrate compliance with all certification, counting/claiming, and verification procedures during an administrative review. Is this requirement understood? Y ☐ N ☐

4. A sponsor may not supplement its meal service operation with any federal funds other than USDA reimbursement, BIA funds and any other source earmarked for meal service. Is this requirement understood? Y ☐ N ☐

5. A qualified representative is required to attend the A+ School Lunch Workshop and Provision 2 & 3 training prior to the first operating day of the base year and Provision 2 and 3 training in each non-base year. Is this requirement understood? Y ☐ N ☐

6. Have you read and understood the requirements of Special Assistance (see Special Assistance guidance manual)? Y ☐ N ☐

I CERTIFY that the information in this application is true, and that I agree to carry out the terms of the agreement to operate the Special Assistance Program. I understand that this information is given in connection with the receipt of federal funds and that deliberate misinterpretation may be subject to prosecution under applicable federal statutes.

Print name (authorized signatory): _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date of Last Review: _____ Passed: Y ___ N ___

Approved: Y ___ N ___ Original Base Year: _____ Provision: _____

Approved By: _____ Date: _____

Additional Information/Comments: _____

Applying for a Base Year Free and Reduced Price Statement

Free and Reduced Price Policy Statement

Policy Statement for Pricing Programs

This policy statement outlines regulations of the United States Department of Agriculture and will be considered a permanent document. This statement applies to the programs in which the sponsor will be participating as indicated on the application and agreement.

The SPONSOR assures the STATE AGENCY that the SPONSOR will implement a policy in conformance with 7 CFR part 245.10 to determine children's eligibility for free and reduced-price benefits (meals and/or milk) in the National School Lunch, School Breakfast and Special Milk Programs under its jurisdiction. In fulfilling its responsibilities, the SPONSOR shall:

1. Provide prescribed benefits free or at a reduced-price to children from families whose income does not exceed DEPARTMENT guidelines or to children from food stamp households, Cash Assistance (CA) or Food Distribution Program on Indian Reservations (FDPIR) assistance units that provide a case number or are directly certified by the Department of Economic Security.

Open the form: [Free and Reduced Price Policy Statement.](#)

- Check off the box for either Provision 2 or Provision 3.
- Have authorizing signer sign and date.

Applying for a Base Year Training Worksheet

Base Year Provision 2 and 3 Web-based Training Worksheet

Please scan & email this completed form along with the Free/Reduced Price Policy and Special Assistance Application to Cori.Hensley@azed.gov or fax the completed form to (602) 542-1531 Attention: Cori Hensley

SFA Name:
CTD Number:
Your Name:

1. Why do you need to operate a base year before you can operate non-base years?
2. What are the differences between a base year and non-base year?
3. In order to pass a base year, does the site only need to pass their ADE administrative review?

APPLYING FOR A BASE YEAR

4. What three forms must be submitted to ADE when applying for a base year?
 - 1.
 - 2.
 - 3.

OPERATING A BASE YEAR

5. What is the main difference between operating a base year and operating normal NSLP?
6. What is the difference between non-pricing and free meal benefits?

BEFORE SCHOOL STARTS

7. Explain what you did to notify the public and the school's households that you were non-pricing.
8. At minimum, how many times must a site conduct Direct Certification?
9. Do you have to notify households of their eligibility status after:
 - i. Conducting Direct Certification? Yes or No
 - ii. Certifying the Household Application? Yes or No

- All questions must be completed!

Applying for a Base Year

Submit to ADE by May 1st

Submit these forms:

- Special Assistance Application
- Free and Reduced Price Policy Statement
- Training Worksheet

Submit to:

Cori Hensley

By Email: Cori.Hensley@azed.gov

By Fax: (602) 542-1531

By Mail: 1535 W Jefferson St. Bin #7
Phoenix, AZ 85007



Operating a Base Year

Base Years

Operate the same as previous years when operating NSLP:

1. Collect Student Eligibility:

- Conduct Direct Certification at least 3 times during the school year
- Distribute/collect and certify household applications
- Notify households of their eligibility status
- Conduct Verification activities and submit the CNPVerification report by February 1st

2. Count/claim meals by eligibility category

- Daily meal counts
- Daily Edit Checks



You do all the same tasks but every child eats at no cost!

What does it mean to be 'non-pricing'?

- Non-pricing is when a school provides meals to students at no cost to the household.
- The SFA will get reimbursement based on the Free, Reduced and Paid eligibility determinations.
- Free is an eligibility status under NSLP that provides free benefits for students who meet the categorical and/or income guidelines that will provide meals at no cost to the family and USDA provides the "free" reimbursement rate to the school.

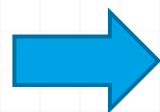


**Just because
they eat at no
cost doesn't
mean they are
claimed free...**

PRIOR TO FIRST OPERATING DAY OF SCHOOL

	Tasks	When
1.	Media Release Advertise the sites and programs (Breakfast/Lunch) approved for Special Assistance that are non-pricing to increase participation.	July & August
2.	Conduct Direct Certification via Common Logon CNP Direct Certification	Complete <i>after</i> July 1, but <i>not more than 30 calendar days prior to first day of school</i>
3.	Distribute Household Applications together with Non-Pricing Parent Letters.	Can be sent <i>after</i> July 1, but <i>not more than 30 calendar days prior to first day of school</i>
4.	Certify Household Applications	Within 10 days of application returned to school

The following slides will review each of these tasks.



July/August

1. Media Release

Like previous years' operation, SFAs must continue to provide notification that nutritious meals are available at school; however, the SFA must update that meals are provided at no cost.

A sample [Media Release](#) template is available on the ADE website. Since all meals are served to children at no charge, ensure appropriate changes are made to the media release such as no meal charges.



Accessible *after*
July 1, but *not*
more than 30
calendar days
prior to first day
of school

2. Conduct Direct Certification

Like previous year's operation, SFAs must still conduct Direct Certification at a minimum of 3x during the school year.

- By the 45th operating day
- 3 months after the initial effort
- 6 months after the initial effort

For help conducting Direct Certification, please use the [Step by Step: How to Conduct Direct Certification web-based guides](#).

For all matches, families must still be notified of their free meal benefits. Reminder: a match for one child extends to all household members for the entire school year.



Can be sent
after July 1, but
not more than
30 calendar days
prior to first day
of school

Like previous year's operation, SFAs must still distribute household applications and the parent letter.

The household application and parent letter templates are found on the [ADE Webpage: Program Forms](#).

FREE AND REDUCED PRICE SCHOOL MEALS HOUSEHOLD APPLICATION

PART 1. IF ANY CHILD(EN) ARE APPLYING FOR A HOMELESS, MIGRANT, OR A RUNAWAY CHECK THE APPROPRIATE BOX AND CALL Your school, homeless liaison, migrant coordinator, or shelter. If _____, HOMELESS, MIGRANT, OR RUNAWAY, DO NOT COMPLETE THIS SECTION. Fill out Box A and Box B and Part 2.

PART 2. ALL HOUSEHOLD MEMBERS

Name(s) of household members (Last, first, middle initial, last)	Box A. Check if member of your household who is attending school (SNAP, FDIAP, or TANF cash assistance, provide the case number and skip to Part 3)	Box B. Check if member of your household who is responsible for welfare of another person or if completing this section for Part 3	Box C. Check if income	TOTAL HOUSEHOLD GROSS INCOME																																																																																																					
				Please report how much of all the cash income during the last calendar month is realized using the following income frequencies: Weekly (w) bi-weekly (b) monthly (m) quarterly (q) 6 months (6m) 12 months (12m) 24 months (24m) Other (o) <i>Twice a Month (2m)</i>																																																																																																					
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Box A, Box B, Box C and/or Box D is completed, the adult signing this form also must list the last four digits of his or her Social Security number or mark the ☐ if you do not have a Social Security number box. (See instructions on page 1.)

[INSERT SCHOOL DISTRICT LETTERHEAD]

Dear Parent/Guardian:

We are pleased to inform you that all children attending [Name of School] will receive meals at no charge if their school year(s) status otherwise noted. Providing meals to children is a growing challenge and requires the utilization of all available funding resources. One of these resources is the reimbursement program for free and reduced-price meals benefits from the United States Department of Agriculture (USDA), in that we can only use the state law and federal funding to pay for the program. We need some information for USDA reimbursement purposes. Your cooperation is appreciated. Please answer all questions on the income application form. An income application which does not contain the requested information cannot be processed by the school.

- DO NOT TO FILL OUT AN APPLICATION FOR EACH CHILD!** No Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price Application for all students in your household. We cannot accept an application that is not complete, so please be sure to fill out all required information. Return the completed application to: (name, address, phone number).
- WHO CAN GET FREE MEALS?** All children in households receiving benefits from SNAP, the Food Stamp Nutrition Program or an Indian Reservation or TANF and most foster children can get free meals regardless of their income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Guidelines.
- CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** If you haven't been told your children will get free meals, please call or e-mail (school, homeless liaison or migrant coordinator information) to see if they qualify.
- WHO CAN GET REDUCED PRICE MEALS?** Your children can get low cost meals if your household income is within the reduced price limits.
- SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** Please do not re-apply until you carefully follow the instructions. Call the school at [phone number]

Within 10 days
of receiving the
application

4. Certify the Application

Like previous year's operation, SFAs must still certify the household application within 10 days of receiving the application and update the Benefit Issuance Document (BID).

Once the application is complete and certified, the SFA must notify the household of their eligibility status.


The notification of benefits template is found on the [ADE Webpage: Program Forms](#).

NOTIFICATION LETTER FOR SCHOOL MEALS

Dear Parent/Guardian,

This letter is a notification of meal benefits for your child(ren). Your child has been:

<u>Approved</u>	<u>Denied</u>
<input type="checkbox"/> Approved for free meals	<input type="checkbox"/> Income over the allowable amount
<input type="checkbox"/> Approved for reduced-price meals at _____ cents for lunch and _____	<input type="checkbox"/> *SNAP/ICA/FDPIR case # invalid
	<input type="checkbox"/> Incomplete application. The following is missing: _____ _____
	<input type="checkbox"/> Other: _____

 If you do not agree with the decision you may discuss it with the school official. You also have the right to a fair hearing. This can be done by contacting the following official:

Name Address Phone

You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, or have an increase in household size, you may fill out another application at that time.

This notification may qualify your child for other benefits such as educational scholarships, fee waivers and specific educational programs. Take this letter to the district office for more information on these benefits.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800)795-3272 or (202)720-0382 (voice and TDD). USDA is an equal opportunity provider and employer.

Sincerely,



REVIEWING THE FLOW OF HOUSEHOLD APPLICATIONS



FREE AND REDUCED PRICE MEAL MEALS SUBSIDY APPLICATION									
PART 1: YOUR STATUS FOR THE APPROVED TO RECEIVE MEALS. WILL YOU BE ELIGIBLE FOR THE SUBSIDIZED MEAL? (check one box, indicate location, signature and date, if applicable, if you are a caregiver, please provide caregiver information, if you are a caregiver, please provide caregiver information)									
1. a	1. b	1. c	1. d	1. e	1. f	1. g	1. h	1. i	1. j
2. a	2. b	2. c	2. d	2. e	2. f	2. g	2. h	2. i	2. j
3. a	3. b	3. c	3. d	3. e	3. f	3. g	3. h	3. i	3. j
4. a	4. b	4. c	4. d	4. e	4. f	4. g	4. h	4. i	4. j
5. a	5. b	5. c	5. d	5. e	5. f	5. g	5. h	5. i	5. j
6. a	6. b	6. c	6. d	6. e	6. f	6. g	6. h	6. i	6. j
7. a	7. b	7. c	7. d	7. e	7. f	7. g	7. h	7. i	7. j
8. a	8. b	8. c	8. d	8. e	8. f	8. g	8. h	8. i	8. j
9. a	9. b	9. c	9. d	9. e	9. f	9. g	9. h	9. i	9. j
10. a	10. b	10. c	10. d	10. e	10. f	10. g	10. h	10. i	10. j
11. a	11. b	11. c	11. d	11. e	11. f	11. g	11. h	11. i	11. j
12. a	12. b	12. c	12. d	12. e	12. f	12. g	12. h	12. i	12. j
13. a	13. b	13. c	13. d	13. e	13. f	13. g	13. h	13. i	13. j
14. a	14. b	14. c	14. d	14. e	14. f	14. g	14. h	14. i	14. j
15. a	15. b	15. c	15. d	15. e	15. f	15. g	15. h	15. i	15. j
16. a	16. b	16. c	16. d	16. e	16. f	16. g	16. h	16. i	16. j
17. a	17. b	17. c	17. d	17. e	17. f	17. g	17. h	17. i	17. j
18. a	18. b	18. c	18. d	18. e	18. f	18. g	18. h	18. i	18. j
19. a	19. b	19. c	19. d	19. e	19. f	19. g	19. h	19. i	19. j
20. a	20. b	20. c	20. d	20. e	20. f	20. g	20. h	20. i	20. j
21. a	21. b	21. c	21. d	21. e	21. f	21. g	21. h	21. i	21. j
22. a	22. b	22. c	22. d	22. e	22. f	22. g	22. h	22. i	22. j
23. a	23. b	23. c	23. d	23. e	23. f	23. g	23. h	23. i	23. j
24. a	24. b	24. c	24. d	24. e	24. f	24. g	24. h	24. i	24. j
25. a	25. b	25. c	25. d	25. e	25. f	25. g	25. h	25. i	25. j
26. a	26. b	26. c	26. d	26. e	26. f	26. g	26. h	26. i	26. j
27. a	27. b	27. c	27. d	27. e	27. f	27. g	27. h	27. i	27. j
28. a	28. b	28. c	28. d	28. e	28. f	28. g	28. h	28. i	28. j
29. a	29. b	29. c	29. d	29. e	29. f	29. g	29. h	29. i	29. j
30. a	30. b	30. c	30. d	30. e	30. f	30. g	30. h	30. i	30. j
31. a	31. b	31. c	31. d	31. e	31. f	31. g	31. h	31. i	31. j
32. a	32. b	32. c	32. d	32. e	32. f	32. g	32. h	32. i	32. j
33. a	33. b	33. c	33. d	33. e	33. f	33. g	33. h	33. i	33. j
34. a	34. b	34. c	34. d	34. e	34. f	34. g	34. h	34. i	34. j
35. a	35. b	35. c	35. d	35. e	35. f	35. g	35. h	35. i	35. j
36. a	36. b	36. c	36. d	36. e	36. f	36. g	36. h	36. i	36. j
37. a	37. b	37. c	37. d	37. e	37. f	37. g	37. h	37. i	37. j
38. a	38. b	38. c	38. d	38. e	38. f	38. g			

[INSERT SCHOOL DISTRICT LETTERHEAD]

Dear Parent/Guardian:

- [illegible]

[illegible]

Household Application
completed and sent
back to school. School
DATE STAMPS

[illegible]

(For School Determining Official's Use Only)

UNDA Child Nutrition Program Income Guidelines

July 1, 2010 - June 30, 2014

FREE						REDUCED					
HOW OFTC INCOME HAS BEEN RECEIVED						HOW OFTC INCOME HAS BEEN RECEIVED					
Family Size	Year	Month	Per Week	Per Month	Yearly	Family Size	Year	Month	Per Week	Per Month	Yearly
2	1	\$16.00	3.64	10.92	131.04	2	1	\$12.00	2.74	8.23	98.76
2	2	25.00	5.65	16.95	203.40	2	2	20.00	4.54	13.63	163.56
3	1	20.00	4.54	13.63	163.56	3	1	15.00	3.41	10.29	123.48
3	2	30.00	6.81	20.43	245.16	3	2	25.00	5.65	16.95	203.40
4	1	30.00	6.81	20.43	245.16	4	1	20.00	4.54	13.63	163.56
4	2	40.00	9.08	27.24	326.88	4	2	30.00	6.81	20.43	245.16
5	1	40.00	9.08	27.24	326.88	5	1	30.00	6.81	20.43	245.16
5	2	50.00	11.35	34.05	408.60	5	2	40.00	9.08	27.24	326.88
6	1	40.00	9.08	27.24	326.88	6	1	40.00	9.08	27.24	326.88
6	2	50.00	11.35	34.05	408.60	6	2	50.00	11.35	34.05	408.60
7	1	50.00	11.35	34.05	408.60	7	1	50.00	11.35	34.05	408.60
7	2	60.00	13.62	40.86	490.32	7	2	60.00	13.62	40.86	490.32
8	1	50.00	11.35	34.05	408.60	8	1	50.00	11.35	34.05	408.60
8	2	60.00	13.62	40.86	490.32	8	2	60.00	13.62	40.86	490.32
9	1	50.00	11.35	34.05	408.60	9	1	50.00	11.35	34.05	408.60
9	2	70.00	15.89	47.67	572.04	9	2	70.00	15.89	47.67	572.04
10	1	50.00	11.35	34.05	408.60	10	1	50.00	11.35	34.05	408.60
10	2	80.00	18.18	54.55	654.60	10	2	80.00	18.18	54.55	654.60
11	1	50.00	11.35	34.05	408.60	11	1	50.00	11.35	34.05	408.60
11	2	90.00	20.45	61.35	736.20	11	2	90.00	20.45	61.35	736.20
12	1	50.00	11.35	34.05	408.60	12	1	50.00	11.35	34.05	408.60
12	2	100.00	22.73	68.18	818.16	12	2	100.00	22.73	68.18	818.16
13	1	50.00	11.35	34.05	408.60	13	1	50.00	11.35	34.05	408.60
13	2	110.00	25.00	75.00	900.00	13	2	110.00	25.00	75.00	900.00
14	1	50.00	11.35	34.05	408.60	14	1	50.00	11.35	34.05	408.60
14	2	120.00	27.27	81.82	981.84	14	2	120.00	27.27	81.82	981.84
15	1	50.00	11.35	34.05	408.60	15	1	50.00	11.35	34.05	408.60
15	2	130.00	29.55	88.64	1063.68	15	2	130.00	29.55	88.64	1063.68
16	1	50.00	11.35	34.05	408.60	16	1	50.00	11.35	34.05	408.60
16	2	140.00	31.82	95.45	1145.40	16	2	140.00	31.82	95.45	1145.40
17	1	50.00	11.35	34.05	408.60	17	1				

Note:

If all income is received on the same schedule
Example: alimony = \$700/month & pension = \$300/month
DO NOT use conversion factors

If family reports income sources from more than one schedule
 Example: alimony = \$100-month & pension = \$300-week
 Income MUST be converted to yearly.

Errata Drive See IEEE Eligible Applications -- July 1, 2013 - 1

Error Percent for FRED Eligible Applicants - July 1, 2013 - June 30, 2014						
Family Size:	Yearly Error-Phone	Monthly Error-Phone	Twice Per Month Error-Phone	Every Two Weeks Error-Phone	Weekly Error-Phone	
1	14.93%	15.73%	12.24%	8.75%	4.68%	254.81
2	20.93%	19.24%	15.18%	11.24%	7.78%	264.40
3	25.30%	24.21%	18.46%	14.24%	9.77%	264.40
4	30.01%	28.01%	22.82%	18.24%	12.78%	269.93
5	35.81%	34.64%	27.89%	22.82%	15.44%	272.55
6	40.64%	39.46%	32.89%	27.82%	18.24%	288.03
7	45.24%	43.93%	37.89%	32.82%	21.79%	291.67

Error Profile for REMEDIATED Applications – July 1, 2017 – June 30, 2018							
		HOW OFTEN DID THESE APPS OCCUR					
		First Time	Second Time	Third Time	Fourth Time	Fifth Time	Weekly Error Rate
Family Size	Family Error Profile	20,000	2,000	1,000	500	200	0.001
2	18,900	12,400	1,200	600	300	100	0.001
3	10,000	6,000	1,000	500	200	100	0.001
4	12,000	8,000	1,000	500	200	100	0.001
5	10,000	6,000	1,000	500	200	100	0.001
6	10,000	6,000	1,000	500	200	100	0.001
7	10,000	6,000	1,000	500	200	100	0.001
8	10,000	6,000	1,000	500	200	100	0.001
9	10,000	6,000	1,000	500	200	100	0.001
10	10,000	6,000	1,000	500	200	100	0.001
11	10,000	6,000	1,000	500	200	100	0.001
12	10,000	6,000	1,000	500	200	100	0.001
13	10,000	6,000	1,000	500	200	100	0.001
14	10,000	6,000	1,000	500	200	100	0.001
15	10,000	6,000	1,000	500	200	100	0.001
16	10,000	6,000	1,000	500	200	100	0.001
17	10,000	6,000	1,000	500	200	100	0.001
18	10,000	6,000	1,000	500	200	100	0.001
19	10,000	6,000	1,000	500	200	100	0.001
20	10,000	6,000	1,000	500	200	100	0.001
21	10,000	6,000	1,000	500	200	100	0.001
22	10,000	6,000	1,000	500	200	100	0.001
23	10,000	6,000	1,000	500	200	100	0.001
24	10,000	6,000	1,000	500	200	100	0.001
25	10,000	6,000	1,000	500	200	100	0.001
26	10,000	6,000	1,000	500	200	100	0.001
27	10,000	6,000	1,000	500	200	100	0.001
28	10,000	6,000	1,000	500	200	100	0.001
29	10,000	6,000	1,000	500	200	100	0.001
30	10,000	6,000	1,000	500	200	100	0.001
31	10,000	6,000	1,000	500	200	100	0.001
32	10,000	6,000	1,000	500	200	100	0.001
33	10,000	6,000	1,000	500	200	100	0.001
34	10,000	6,000	1,000	500	200	100	0.001
35	10,000	6,000	1,000	500	200	100	0.001
36	10,000	6,000	1,000	500	200	100	0.001
37	10,000	6,000	1,000	500	200	100	0.001
38	10,000	6,000	1,000	500	200	100	0.001
39	10,000	6,000	1,000	500	200	100	0.001
40	10,000	6,000	1,000	500	200	100	0.001
41	10,000	6,000	1,000	500	200	100	0.001
42	10,000	6,000	1,000	500	200	100	0.001
43	10,000	6,000	1,000	500	200	100	0.001
44	10,000	6,000	1,000	500	200	100	0.001
45	10,000	6,000	1,000	500	200	100	0.001
46	10,000	6,00					

Using the Income Eligibility Guidelines and Error Prone Guidelines, determine Free, Reduced, Paid and flag Error Prone. Must complete within 10 days.

NOTIFICATION LETTER FOR SCHOOL MEALS

Dear Parent/Guardian,

This letter is a notification of meal benefits for your child(ren). Your child has been:

Assessed

<input type="checkbox"/> Approved for free meals	<input type="checkbox"/> Income over the allowable amount
<input type="checkbox"/> Approved for reduced-price meals at _____	<input type="checkbox"/> SNAP/CAFOFIS case is invalid
<input type="checkbox"/> _____	<input type="checkbox"/> Incomplete application. The following is missing:

If you do not agree with this decision or you wish to appeal, you have the right to file an appeal. This can be done by:

Name: _____ Address: _____

The reason for benefits at all times during the appeal process is adequate in household income, income unreported, or another applicable appeal reason.

This notification may qualify your child for other benefits and benefit educational programs. Take this letter to benefits.

Non-discrimination Statement: This explains what the university policy on non-discrimination means for you. It includes information about the University's policy on non-discrimination, the University's complaint of discrimination, and the University's policy on non-discrimination. For more information, please contact the University's Office of Equal Opportunity, 1000 University Avenue, Suite 1000, Berkeley, CA 94720-1000 or 415/865-1000. The University is an equal opportunity provider and employer.

Send Notification Letter
to Household.

SCHOOL IN SESSION Check List

	Create Benefit Issuance Document (BID)	By 1st Operating day
	Count and Claim for students at Point of Service (POS)	<i>Daily, during each meal service</i>
	Perform Daily Edit Checks	<i>Daily, after each meal service</i>
	Submit claim for reimbursement of previous month via CNP Web	<i>1st-10th of each month</i>
	Discontinue prior year's benefits for households that have not reapplied. (Move to paid status)	On the 30th Operating Day
	Annual Financial Report Due	(Oct 1st- private schools, BIA schools, RCCI) (Oct 15th- public schools)
	Verification	Oct. 1st – November 15th DUE February 1st
	Run Direct Certification #2	3 Months from the first Direct Certification Report
	Run Direct Certification #3	6 Months from the first Direct Certification Report

Counting and Claiming

How do I count meals during a Base Year?

Meals are still counted at the Point of Service and by eligibility category (F/R/P).

How do I submit my claim in CNP Web in a Base Year?

Claims are still submitted monthly, and SFAs are still required to enter the total free meals, total reduced price meals and total paid meals.



Counting and Claiming

Scenario:

The manager at Happy Elementary checks the list at the POS to see how many meals came through today.

The POS indicates a total of 400 lunches, but it doesn't indicate how many are free, reduced and paid.



#10. Should the manager be worried?



#11. What is your school's method for meal counting?

Counting and Claiming

Scenario:

The manager at Happy Elementary checks the list at the POS to see how many meals came through today.

The POS indicates a total of 400 lunches, but it doesn't indicate how many are free, reduced and paid.



#10. Should the manager be worried?

The manager should be worried; since she MUST claim children by their appropriate free, reduced and paid categories.

Complete Daily

Daily Edit Check

School:		Enrollment (Membership):								<input type="checkbox"/> National School Lunch Program			
Month:		Attendance Factor (AF):								<input type="checkbox"/> School Breakfast Program			
Day of Month:	A	B	C	D	A	B	C	D	A	B	C	D	TOTAL COUNTS:
	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	
1		0.00%	0			0.00%	0			0.00%	0		0
2		0.00%	0			0.00%	0			0.00%	0		0
3		0.00%	0			0.00%	0			0.00%	0		0
4		0.00%	0			0.00%	0			0.00%	0		0
5		0.00%	0			0.00%	0			0.00%	0		0
6		0.00%	0			0.00%	0			0.00%	0		0
7		0.00%	0			0.00%	0			0.00%	0		0
8		0.00%	0			0.00%	0			0.00%	0		0
9		0.00%	0			0.00%	0			0.00%	0		0
10		0.00%	0			0.00%	0			0.00%	0		0
11		0.00%	0			0.00%	0			0.00%	0		0
12		0.00%	0			0.00%	0			0.00%	0		0
13		0.00%	0			0.00%	0			0.00%	0		0
14		0.00%	0			0.00%	0			0.00%	0		0
15		0.00%	0			0.00%	0			0.00%	0		0
16		0.00%	0			0.00%	0			0.00%	0		0
17		0.00%	0			0.00%	0			0.00%	0		0
18		0.00%	0			0.00%	0			0.00%	0		0
19		0.00%	0			0.00%	0			0.00%	0		0
20		0.00%	0			0.00%	0			0.00%	0		0
21		0.00%	0			0.00%	0			0.00%	0		0
22		0.00%	0			0.00%	0			0.00%	0		0
23		0.00%	0			0.00%	0			0.00%	0		0
24		0.00%	0			0.00%	0			0.00%	0		0

Daily Edit Checks are still required to ensure that you are not claiming more meals than eligible children in Free, Reduced and Paid categories.

A template can be found on the [Program Forms ADE webpage](#).

Counting and Claiming

Scenario:

The manager at Happy Elementary looks at the Daily Edit Check for the day that 400 total meals were counted. She knows there are 432 enrolled students
380 are Free, 41 are Reduced and 11 are Paid



#12. Did the staff complete the Daily Edit Check correctly?

School:	Happy Valley				Enrollment (Membership):		432		<input checked="" type="checkbox"/> National School Lunch Program				
Month:	September				Attendance Factor (AF):		98.50%		<input type="checkbox"/> School Breakfast Program				
	A	B	C	D	A	B	C	D	A	B	C	D	
Day of Month:	Free Eligible	AF	Free Eligible X AF:	Free Meals Served:	Reduced Eligible	AF	Reduced Eligible X AF:	Reduced Meals Served:	Paid Eligible:	AF	Paid Eligible X AF:	Paid Meals Served:	TOTAL COUNTS:
1	432	98.50%	426	400		98.50%	0			98.50%	0		400
2		98.50%	0			98.50%	0			98.50%	0		0
3		98.50%	0			98.50%	0			98.50%	0		0
4		98.50%	0			98.50%	0			98.50%	0		0

How Does Claiming Work?

The way CNPWeb calculates your claim during the non-base year is the main difference between Provision 2 and Provision 3.

	Provision 2	Provision 3
Base year:	Meals are counted at the POS and claimed according to each child's eligibility (F/R/P). Must be non-pricing*	Meals are counted at the POS and claimed according to each child's eligibility (F/R/P). Non-pricing. <i>Can only be pricing after consulting the state agency*</i>
Non-base years:	Only total meals are recorded at the POS and claims are based off of the claiming percentages established in the corresponding month from the base year. Must be non-pricing*	Only total meals are recorded at the POS and claims are based off of actual meals served in the corresponding month from the base year. These meals are adjusted for number of days served and enrollment. Must be non-pricing*

Provision 2 – Claiming

Claiming percentages are established for each category (F/R/P) from data collected during the base year.

For example:

- *Your non-base year claim for November will use November's base year claim data.*
- *Your non-base year claim for December will use December's base year claim data.*

Official claiming percentages are calculated by the Arizona Department of Education and programmed into CNP Web; they are automatically applied to non-base year claims.

Provision 2

Example: Month of November

Percentages are used for the claim data which assume that free, reduced and paid eligible students will be consistent each month of each year.

In this example, the base year had 72% of their meals claimed as free in November. Provision 2 assumes that in November during each non base year, 72% of the total meals are free.

	Base Year Claim for November	Percentage	(Multiply) X	Non-Base Year Total Meals in November	(Equals) =	Non-Base Year Claim for November
Free	1045	72.60%		1650		1198
Reduced	212	14.70%				243
Paid	182	12.70%				209
Total Meals	1439	100%				1650

Provision 3 – Claiming

- Provision 3 provides administrative relief in the form of alternate claiming using monthly reimbursement amounts from base year claims during non-base years.
- **These amounts are adjusted for inflation, enrollment and operating days.**
- Official claiming amounts are calculated by the Arizona Department of Education and programmed into CNP Web; they are automatically applied to non-base year claims.

Adjusting Claims for Provision 3

Provision 3 Claiming Adjustment for the month of November Example Using **Free** Meals

	Step 1	Step 2	Step 3
Action	Percent Change Enrollment	Enrollment adjusted meals	Serving day adjusted meals
Steps	November Non-Base year enrollment ÷ November base year enrollment	November Base year free meals x percent change enrollment	(November Base year serving days ÷ November Non-Base serving days) x enrollment adjusted meals
Example	$210 \text{ (NBY)} \div 200 \text{ (BY)} = 1.05$	$1045 \times 1.05 = 1097.25$	$(16 \div 18 = 0.89) \times 1097.25 = 1232.87$

The same formula is repeated for reduced and paid meals. In the State of Arizona, the CNP Web claiming system calculates the data above automatically on behalf of the SFA for each month.

Since there were 10 extra kids and 2 extra days in the non-base year for November, 1232 meals are reimbursed at the free rate compared to the 1045 from the base year.

Oct 1-Nov 15
Due: Feb 1

Verification

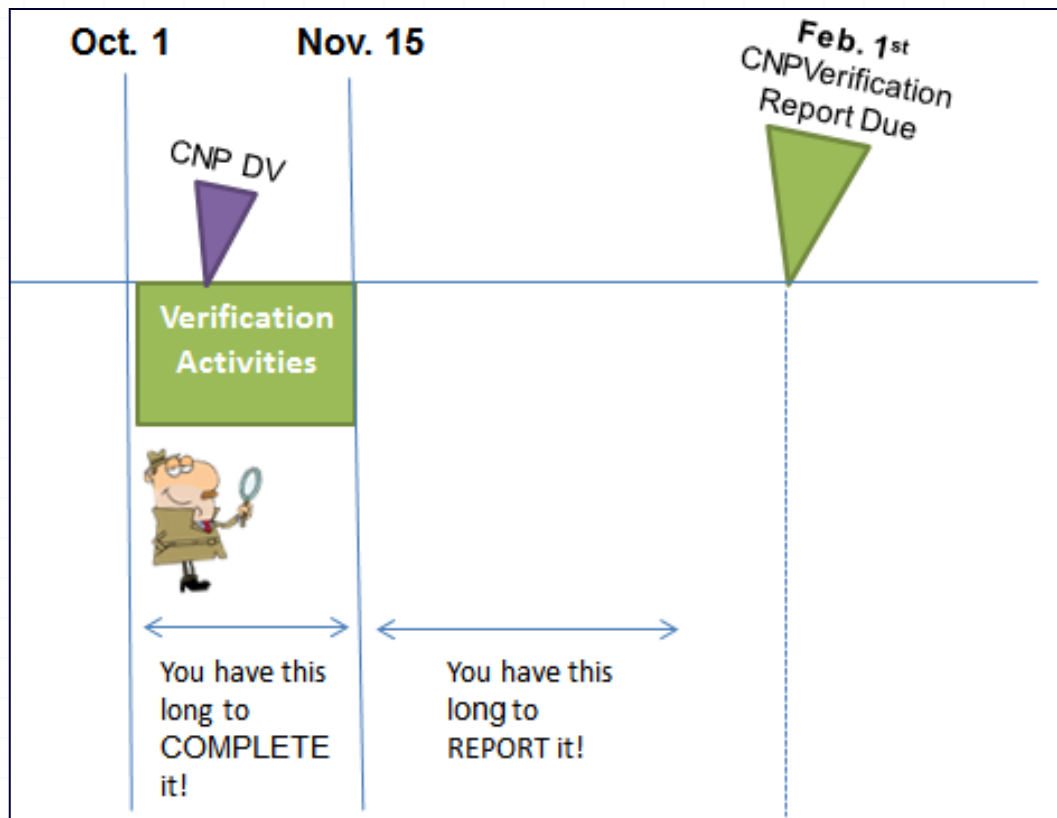
SFAs are still required to:

Conduct Verification Activities

which occurs during October 1-November 15th. A small sample size of applications are selected and SFAs must verify the information with the household.

Submit the Verification Report

which is due by February 1st. Must submit report through common login.



**Keep for 5+
years**

Record Retention



Retain specified base year records for the entire period that the school operates under Provision 2 and Provision 3 (base year plus all extensions), plus five years, or longer if there are audit findings and until resolution of the findings.



Am I on the Right Provision?

Which is most reflective of our site(s)?

Population and participation fluctuate

- *Most schools on Special Assistance have enough turn over for the percentage claiming style of Provision 2 to be beneficial.*

Population and participation stable

- *In some cases, such as boarding schools, the population of the school is stable enough to benefit from Provision 3.*

If you're not sure, ask your School Nutrition Programs specialist!

Changing Provisions

At any time you can go back to regular operation of NSLP

- First notify ADE and establish date for change in reimbursement claiming process.
- The SFA must notify households and distribute household applications.
- A minimum of 30 additional days of non-pricing is required for the transition.
- The SFA must resume normal counting and claiming.

Can I Change from Provision 2 to 3?

Changing from Provision 2 to 3

- Must get ADE approval – request on school letterhead
- All sites on Special Assistance may only participate in a cycle of 4 years (combined).
- The SFA must submit updated Free and Reduced Price Policy Statement.

Can I Change from Provision 3 to 2?

Changing from Provision 3 to 2

- The SFA's Provision 3 base year **must** have been non-pricing.
- The SFA must get ADE approval- request on school letterhead.
- All sites on Special Assistance may only participate in a cycle of 4 years (combined).
- The SFA must submit updated Free and Reduced-Price Policy Statement.

Arizona Department of Education
Child Nutrition Program

Applications | Claims | Reviews | **CNP Overview**

NSLP

Applications Index

You are in NSLP Home > Applications Index

If you do not see certain Applications it may be due to security settings in place for your login.

Program Year: 2014
Search For: Sponsor
☒ Search by Name: Begins with...
☐ Search by CTDS: (Enter as a number with no punctuation)

Select from the index below to list sponsors beginning with that letter, selecting '0-9' will list any sponsors that begin with a number.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 [Expand All](#) [Collapse All](#)

No records matched the filter criteria you entered, or you do not have permission to view applications.

Updating the CNP Web Application



Available
June 1st

CNPWeb Site/Sponsor Application

Like previous year's operation, SFAs must still submit the site and sponsor application via CNPWeb; however, the SFA must indicate that they are participating a Base Year on their site AND sponsor application.

SITE APPLICATION	SPONSOR APPLICATION
Section 8: School Breakfast Program Section 9: National School Lunch Program	Section 5: General Information

CNP WEB SITE APPLICATION

SECTION 8. SCHOOL BREAKFAST PROGRAM

Participation:



Severe Need Breakfast Program
Eligibility:

Eligible *

Offer versus Serve Implemented
During Breakfast :

Yes

Amount Charged to Students for
Reduced-Price Breakfast:

0.00

Amount Charged to Students for Paid
Breakfast:

0.00

Meal Service Type(s)
(check all that apply):

- ☒ Breakfast in the cafeteria/main dining area
- ☐ Breakfast in the classroom
- ☐ Grab and go breakfast carts
- ☐ Breakfast on the school bus
- ☐ Other, please describe:

Meal Service Type 'Other' Description:

DROP DOWN:


- Base Year for Special Assistance Provision 2
- Base Year for Special Assistance Provision 3

Need to be
non-pricing if
Base Year for
Breakfast.
(Prov. 3=
optional)

CNP WEB SITE APPLICATION

SECTION 9. NATIONAL SCHOOL LUNCH PROGRAM

YELLOW PACKET PAGE 7

Participation:	
Offer versus Serve Implemented During Lunch:	Yes
Amount Charged to Students for Reduced-Price Lunch:	0.00
Amount Charged to Students for Paid Lunch:	0.00

DROP DOWN:

- Base Year for Special Assistance Provision 2
- Base Year for Special Assistance Provision 3

Need to be non-pricing if Base Year for Lunch.
(Prov. 3= optional)

CNP WEB SPONSOR APPLICATION

SECTION 5. GENERAL INFORMATION

Type of Sponsoring Authority	Public - Educational Institution	
Participate in the USDA Foods Program:	Yes	
High-Rate Lunch Reimbursement Eligibility:	Eligible *	
Menu Certification Reimbursement Eligibility:	Yes *	
Do you have a Local Wellness Policy?	Yes, implemented	
Do you have a School Food Safety Plan (in accordance with the Process Approach to HACCP)?	Yes, implemented	
Special Assistance Participation Status:	<input type="text"/>	
How many sites do you wish to enroll in the Special Assistance Program?	<input type="text"/>	
Have you attended the A+ School Lunch and Provision 2 and 3 training prior to the first operating day of the Base Year?	Yes	
Do you have means to run a self-supporting Food Service Department (sponsors may not supplement meal service operations with any federal funds other than USDA)?	Yes	
Have you read and understood the requirements of Special Assistance Provision 2 and 3 (see handbook)?	Yes	

DROP DOWN:

- Base Year for Special Assistance Provision 2
- Base Year for Special Assistance Provision 3

Number needs to reflect the number of sites received approval from Certified Memo

Yes. (if attending A+ after submission of Application, may enter Yes. Specialist will confirm attendance)

Yes.

Yes. Found on ADE website:
<http://www.azed.gov/health-nutrition/special-assistance/>

CNP WEB SPONSOR APPLICATION

SECTION 9. FORMS FOR FREE AND REDUCED-PRICE MEALS

Household Applications:
(check all that apply)

- ☒ Household application provided by ADE
- ☐ Electronic/online household application
- ☐ Scanable household application
- ☐ Custom paper-based household application
- ☐ Form not required: Operating Special Assistance non-base year, RCCI without day students, or Juvenile Detention Center

Parent Letter (instructions) to
accompany household applications:
(check all that apply)

- ☒ Parent letter provided by ADE
- ☐ Parent letter to accompany electronic/online household application
- ☐ Parent letter to accompany scanable household application
- ☐ Parent letter to accompany custom paper-based household application
- ☐ Form not required: Operating Special Assistance non-base year, RCCI without day students, or Juvenile Detention Center

Notification Letter:
(check all that apply)

- ☒ Notification letter provided by ADE
- ☐ Notification letter to accompany electronic/online household application
- ☐ Notification letter to accompany scanable household application
- ☐ Notification letter to accompany custom paper-based household application
- ☐ Form not required: Operating Special Assistance non-base year, RCCI without day students, or Juvenile Detention Center

Yes, you DO need
to notify the
families when
non-pricing.